
OFFICE OF THE SECRETARY

James T. Brady, *Secretary of Business
& Economic Development*

217 East Redwood St.
Baltimore, MD 21202—3316 (410) 767-6301

The Secretary of Business and Economic Development is chief executive officer of the Department and is appointed by the Governor with Senate advice and consent. The Secretary sets policy, promulgates rules and regulations, and determines the strategies necessary to fulfill the Department's mandate. The Secretary is responsible for the budget of the Department, its boards, commissions, and offices. To administer the Department, the Secretary is assisted by the Deputy Secretary. The Deputy Secretary is appointed by the Secretary with the approval of the Governor.

The Secretary serves on the Governor's Executive Council; the Cabinet Council for Career and Technology Education; the Maryland Economic Development Commission; the Maryland Industrial Development Financing Authority; the Maryland Small Business Development Financing Authority; the Maryland Advisory Commission on Manufacturing Competitiveness; and the State Commission on Neighborhoods. The Secretary also serves on the Community Reinvestment Board; the Emergency Management Advisory Council; the Maryland Aviation Commission; the State Information Technology Board; the State Use Industries Advisory Committee; the Governor's Council on Adolescent Pregnancy; the Maryland Advisory Council for Individuals with Disabilities; the Interagency Economic Growth, Resource Protection, and Planning Committee; the Interagency Committee on Aging Services; and the Interdepartmental Advisory Committee for Minority Affairs.

Under the Secretary are offices for communications, equal opportunity, and legislative liaison.

MARYLAND ECONOMIC DEVELOPMENT COMMISSION

Joseph Haskins, Jr., *Chair*
Sally Scott Marietta, *Executive Director*
(410) 767-6309

The Maryland Economic Development Commission was formed first by the Governor and then by statute in 1995 (Executive Order 01.01.1995.04; Chapter 120, Acts of 1995). The Commission establishes economic development policy in the State and oversees Department efforts to attract and retain businesses and jobs. In January 1996, the Commission completed a strategic plan for economic development in the State. The plan, *Strategic Directions for Increasing Maryland's Competitiveness*, recommended to the Governor program and spending priorities to attract business to Maryland.

The Commission advises the Secretary of Business and Economic Development on regulations for financing programs and on the allocation of financial incentives. From the private sector, the Commission raises funds to supplement economic development programs and financial incentives to business.

Appointed by the Governor, the Commission has no more than twenty-one voting members. The Secretary of Business and Economic Development is a nonvoting member. The Governor names the chair (Code 1957, Art. 83A, secs. 1-201 through 1-204).

ECONOMIC DEVELOPMENT POLICY

Vacancy, *Assistant Secretary for Economic
Development Policy & Governor's Ombudsman*
(410) 767-6310

Appointed by the Governor, the Assistant Secretary for Economic Development Policy manages special high-profile economic development projects for the Governor and the Secretary of Business and Economic Development. As the Governor's Ombudsman in the Department, the Assistant Secretary also develops ways for departments to coordinate their activities in approving these projects.

DIVISION OF ADMINISTRATION

Joseph D. Burruss, Jr., *Assistant Secretary
for Administration*

217 East Redwood St.
Baltimore, MD 21202—3316 (410) 767-2200

Created in 1987, the Division of Administration advises agencies and senior program directors of the Department on fund accounts, personnel, and purchasing. The Division develops departmental budget proposals and projections.

The Division provides mailroom services, monitors the use of departmental motor vehicles, and maintains liaison with building management. Requests for proposals and contract awards are reviewed by the Division for compliance with State purchasing regulations. The Division also coordinates data and word processing, and operates the Department's central computer.

DIVISION OF FINANCING PROGRAMS

Stephen J. Lynch, Sr., *Assistant Secretary
for Financing Programs*

217 East Redwood St.
Baltimore, MD 21202—3316 (410) 767-6390

The Division of Financing Programs is responsible for the Community Financing Group; Day-Care Financing Programs; the Investment Financing Group; the Maryland Industrial Devel-